



YUBA COUNTY

The Essence of California Living

**Includes 3%
Cost of Living
Increase - 7/1/07**

Invites Your Applications For:

**First 5 Yuba Commission
Executive Director**

\$5,166/\$5,425/\$5,699/mo*
*Starting salary based on qualifications

**Filing Deadline: Apply By 5:00 PM
Wednesday, July 11, 2007**

Applications available online: <http://www.co.yuba.ca.us/>

THE POSITION:

Yuba County is currently recruiting to establish an employment list for the position of First 5 Yuba Commission Executive Director. This position is responsible for planning, developing, organizing, coordinating and implementing efforts in Yuba County to provide all children prenatal to five years of age with a comprehensive, integrated system of early childhood development services in accordance with the provisions of the California and Families First Act of 1998. The Executive Director has programmatic responsibility for Yuba County's First 5 Commission, including supervising administrative support staff. Responsibilities also include a variety of complex analytical and support activities, including policy and procedure development and implementation of programs and activities to meet the Commission's missions and goals. In addition, the Executive Director serves on a variety of committees, task forces and teams as the Commission's representative. **The Executive Director serves at the will of the Commission and the County.**

Knowledge is needed of demographics and characteristics of a rural county; building and sustaining effective interpersonal relationships; fundamental purpose of early childhood development programs; methods and techniques of developing and disseminating educational information through an effective public relations campaign strategy; general principles of fund accounting, budgetary and fiscal control, record keeping, and reporting, as well as needs assessment, strategic planning, and outcome management using results-based evaluation methods; procedures for grant writing, contract monitoring, and program auditing; general principles of consensus building, management, training, supervision, project and time management; effective interaction with people from diverse socio-economic, ethnic and cultural backgrounds; state, county and community political and policy-making processes; personal computer word processing, spreadsheet and Internet software and correct business English. Skill is needed in working with governing boards; the ability to work in an environment of ambiguity with multiple priorities and diverse personalities; organization, particularly in project planning and management; verbal and written communications; arranging and efficiently conducting public hearings; problem-solving with an open-minded, flexible approach which enables multiple (and sometimes unconventional) options to be considered; data analysis and preparation of concise and accurate reports and recommendations; attention to detail and follow through on all commitment and instilling confidence in others with a professional, yet accessible demeanor.

EMPLOYMENT REQUIREMENTS:

The minimum and preferred requirements are listed below:

Minimum: Equivalent to a Bachelor's degree from an accredited college or university in education, early childhood development, psychology, sociology, social work, business administration, communications or a related field AND at least five (5) years demonstrated experience developing and managing an early childhood development, health or social services agency, division, or major program area, preferably involving the provision of services to children and families.

Preferred: In addition to the minimum, a Master's level degree in a related field as defined above, and additional relevant experience as defined above.

PLEASE NOTE:

For qualification and ranking purposes, you **MUST** attach copies of required certificate(s), college transcript(s) or grade report(s) **AND** appropriate diploma(s). Failure to provide the required documentation will disqualify you from consideration for this recruitment. Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

BENEFITS:

Benefits and hiring contingencies are listed on the reverse side of this bulletin.

SUBMIT APPLICATION TO:

YUBA COUNTY PERSONNEL/RISK MANAGEMENT

915 8TH Street, Ste 113, Marysville, CA 95901 (530) 749-7860 • FAX: (530) 749-7864

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

YUBA COUNTY

YUBA COUNTY is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 63,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

SELECTION PROCEDURES/HIRING CONTINGENCIES

All applications received will be carefully reviewed and evaluated based on the job requirements. Depending upon the needs of the position and the number of applications received, the selection process may consist of 1) an application review, 2) supplemental appraisal review, 3) skills test, 4) written examination, 5) oral interview, or 6) any combination of these. The selection process will result in the development of an employment list. For each vacancy, the names of the applicants with the top five ranks on the list will be certified to the department for final selection.

Appointment to a position is contingent upon the successful completion of a Pre-employment Medical Review/Examination and upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Note: Applicants with disabilities desiring reasonable accommodation or those who believe they qualify for Veteran's credit should contact the Yuba County Personnel/Risk Management Office prior to the test date.

BENEFITS AND WORKING CONDITIONS

PERSONNEL SYSTEM: Yuba County has a merit-based personnel system which provides for promotion and advancement without regard to political beliefs or affiliations, race, religion, color, sex, handicap, age, national origin, ancestry, marital status, sexual orientation, medical condition, or other non-merit factors.

SALARY: The County has a 30 year Longevity/Merit Index Salary plan for all regular employees. Part-time and extra help employees are paid on an hourly basis.

SOCIAL SECURITY: Yuba County is exempt from Social Security resulting in a salary savings of 6.2%, compared to non-exempt counties.

MANAGEMENT BENEFITS: Management positions are entitled to management benefits which include life insurance, a sick leave bank, and additional leave time.

PART-TIME OR INTERMITTENT POSITIONS: Employees in this category who average at least one-half time or more employment each month are entitled to enroll in the Public Employees' Retirement System (PERS). Employees who are regularly scheduled to work at least twenty (20) hours per week are also entitled to enroll in the health plan.

VACATION: Twelve days per year through 5 years; 16 days through 10 years; 18 days through 15 years; twenty days through 20 years; 24 days after 20 years (pro-rated for part-time employees).

HOLIDAYS: An average of 13 paid holidays per year, including 2 floating holidays (pro-rated for part-time employees).

SICK LEAVE: Accrues at the rate of 12 days per year and can be used for illness, medical appointments and death leave (pro-rated for part-time employees).

HEALTH PLAN: Medical, hospital, dental and vision care coverage is available to the employee and dependents.

DEFERRED COMPENSATION: The County offers a voluntary Deferred Compensation Plan.

STATE DISABILITY INSURANCE: Most of the employee bargaining units within County government are entitled to participate in the State Disability Insurance Program.

RETIREMENT: Regular County employees are members of the Public Employees' Retirement System (PERS) with generous retirement benefits.

UNION REPRESENTATION: Union membership (or equivalent) in bargaining units 1,2,3, and 4, represented by YCEA, is mandatory; bargaining unit 5 is optional. Union membership in bargaining units 6 and 7, represented by DSA/MSA, is optional.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement should be directed to the Yuba County Personnel/Risk Management Office.

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12/03

YUBA COUNTY
PERSONNEL/RISK MANAGEMENT
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MARYSVILLE, CA 95901
(530) 749-7860 • FAX: (530) 749-7864